

H.R.P.C. SUBMITTAL SCHEDULE

SUBMITTAL GUIDELINES:

Submit 9 sets for initial staff review. Sheet sizes shall not be larger than 24x36; if the size of the project requires a larger sheet size, approval must be first obtained from the Planning Department. Also submit a CD or flash drive containing a pdf and dwg of all submitted design documents. All submittals must be complete and in compliance with appropriate checklists and scheduled deadlines. Any deviation could result in the submittal being rejected for agenda consideration. All submittals should be made to Sydney Simpson in the Planning Department and stamped "received."

Completed checklists must accompany all submittals.

Any item checked Not Applicable by the submitter that is deemed applicable by city staff will result in the entire submittal being rejected as incomplete. If in doubt about the applicability of a particular item, contact Timothy Whitten, Planning Department, or Marshall Boyd, Department of Public Works. No checklist items may be deleted.

For Staff Approved Final Plats and Site Plans, submit 4 copies, application and checklist for review.

RESUBMITTAL GUIDELINES:

Submit 10 half-size sets and 8 full size (24x36 maximum) sets. Also submit a CD or flash drive containing a pdf and dwg of all submitted design documents. (Initial staff comments may be picked up on the dates shown on the attached sheet, prior to re-submittal.) Include original red-lined plan sets provided by staff. Failure to address all staff comments and return all red-lined sets will result in submittal being pulled from the Planning Commission Agenda.

DESIGN REVIEW WAIVER REQUEST GUIDELINES:

All waiver requests from the Building Design Standards (Section 12) or Landscaping standards (Section 11.4) must be submitted in writing by the submittal deadline.

Any waiver request must reference a specific regulation.

Initial Submittal Deadline 12:00 pm	Pick-up Initial Staff Comments 3:00 pm	Resubmit Deadline 12:00 pm	Final Staff Comments Faxed after 3:00 pm	Planning Commission Meeting Date 6:30 pm
December 5	December 13*	December 20*	December 30	January 3, 2017
January 3, 2017*	January 12	January 19	February 3	February 7
February 6	February 16	February 23	March 3	March 7
March 6	March 16	March 23	March 31	April 4
April 3	April 13	April 20	April 28	May 2
May 1	May 11	May 18	June 2	June 6
June 5	June 15	June 22	June 30	July 10*
July 3	July 13	July 20	July 28	August 1
July 31	August 10	August 17	September 1	September 5
September 5*	September 14	September 21	September 29	October 3
October 2	October 12	October 19	November 3	November 7
November 6	November 16	November 27*	December 1	December 5
December 4	December 14	December 21	December 29	January 2, 2018

* denotes an atypical submittal or meeting date.